

Helena JSEC Meeting Minutes

October 20, 2010

Members Present:

Carolyn DeYoung	BCBS of Montana
Pat Roth	Glacier Bancorp, Inc.
Cathy Wood	Student Assistance Foundation
Alan Thompson	U of M, Helena
Tina Whitaker	Formerly ESGR
Charles Geary	Department of Corrections
Carmae Fawz	BCBS of Montana
Tom Antonick	Office of Public Instruction
Chris Beebe	Shodair Children's Hospital
Tracey Thennis	Lowes - Helena
Sandy Hamlin	Helena Job Service Workforce Center
Dave Laber	Helena Job Service Workforce Center
Guest:	
Brad Wiles	Helena Job Service Workforce Center

Introductions: Carolyn asked members to introduce themselves and the business they represent. We welcomed two new members. Chris Beebe, Shodair, and Tracey Thennis, Lowes – Helena.

Minutes: Tom moved to approve the minutes, Cathy seconded – approved.

Treasurer Report: In Robert's absence, Sandy gave the treasurer report. Mike Bullock Scholarship account has \$271.86, and the JSEC account is \$5,648.96. Carolyn asked if we got the check to our Scholarship winner. Robert delivered the check to Sandy, and Kassi Putnam came to the Job Service on August 24 and picked up her check. She also submitted her credentials. Tina and Sandy tried to work in an official presentation, but were unable to do so. Kassi said she would try to send us a picture. Sandy passed around a thank you note from her.

Handouts: There were still a few dates open for people to sign up to bring treats, so that list was passed around. Sandy also asked everyone to check their information on the 'Membership List' and make any needed changes. A copy of our ad for 'Newspapers in Education' was passed around. This was a signature ad in the Independent Record on July 4th showing support of the literacy program. Everyone received a handout for the 'Medical Marijuana at Work – a Drug Dilemma'. This workshop will be held on November 5, co-sponsored by the Billings JSEC. Sandy noted that Jim Nys just presented 'Medical Marijuana in Montana Workplaces' at our last 'Business Over Breakfast'.

State-wide Meeting: Carolyn informed us that there will not be a 'Business in Innovation Conference' this year for budgetary reasons. Helena Job Service hosted this conference a couple of years ago. It looks like the JSEC meeting/training will be reverting back to the way it was done prior to the 'Innovation' conferences, meaning they will be held in conjunction with the Job Service Manager's meetings. The meetings are scheduled for April 19-21, 2011 and will be held in Helena. Since it is in Helena, it will be a good opportunity for those on the Helena JSEC to attend. A handout was provided, but Sandy will give us more information as it becomes available.

Also, Chris Wilhelm will be transitioning the duties of Statewide JSEC Coordinator to Pam Watson. This is on an interim basis.

Outstanding Employer Award: Charles reported on the 'Outstanding Employer Award'. The 'Awards Committee' met and discussed the six nominations they received. It was based on what was submitted, and no assumptions were made. Since this was the first time for this award, the 'Committee' wasn't sure what kind and how many nominations would be receive. All the nominations were good, but some did not address every question. Sandy stated that the 'Committee' used a grading sheet that each nominee was graded by. Judging was based on the four criteria, listed below:

- Does your employer create a positive workplace?
- Do they provide you with exceptional job training?
- Does your employer encourage community participation?
- Do they contribute to the Helena community?

In judging the criteria, the 'Committee' encountered several dilemmas, and thought it prudent to bring their questions before the entire JSEC Committee. It was unanimous that there were two clear winners. One was a large employer, and one a small employer. The 'Committee' felt it would be very difficult for large and small employers to compete on the same level. They determined we would need some sort of application that is more specific and addresses the criteria better.

Questions:

1. What constitutes a large employer or a small employer? Is it finances or number of employees?
 - a. We will add a question to the application asking how many employees the company has. Criteria will be developed for a cut-off, such as under 50 employees = small, more than 50 = large.
2. Do you feel we should have two awards for two different types of employers – one large and one small?
 - b. Consensus was yes - two awards.
3. Do we need to put constraints on how often a winner can be nominated?
 - c. If they are nominated every year, there must be a reason. Consensus was no – winners can apply each year.
4. If there is a newspaper ad, should all the nominees be listed, or just the winners? How many businesses want to be recognized as a loser?
 - d. Chris noted that businesses could put bragging rights on their websites. He also mentioned that he has seen these kinds of awards with standards. Such as, here is the winner but here are all the people who meet our standards. Tina said if we had our own website, it might be a place where you would mention the nominees. Consensus was no - focus on the winners.
5. Should we consider individuals or just businesses? There was a nomination for a supervisor who works for a State agency.

- e. Several felt that our criteria indicate the award is in recognition of businesses not an individual person. It could however be a State Agency, just not an individual supervisor. Consensus – consider just the businesses/companies as a whole, not an individual.
- 6. Will non-profits be able to compete without a separate category?
 - f. Chris stated that Shodair is a non-profit, and they should be able to compete side by side. Consensus was no separate category for non-profits.

Pat asked who the nominees were, and Charles read them to the group. She also asked what the prize would be. It was decided a while back that we would give the winner a plaque and try to get a write-up on them in the business section of the Independent Record. Dave mentioned that we may be able to get John Harrington of the IR to come take a picture when the award is presented.

Dave will follow up with Missoula to see how they handle these issues, and the 'Awards Committee' will meet again to finalize the project.

Announcement: Carolyn announced that she will be stepping down as the Helena JSEC Chair. The December meeting will be her last one as chairperson. She will continue to be a part of the committee where she can. Tina will assume the chair position as indicated by our bylaws. Members thanked Carolyn for being such a wonderful chairperson.

Bylaws/Incorporation: Dave read the passages in our bylaws on how we deal with officer vacancies. They are as follows:

Article 4. Officers

4.1a line 9: The immediate past Chair shall serve in an advisory and support capacity to the Chair and the Committee for the next year after his/her term as Chair is completed.

4.1b line 6: Vice Chair shall become Chair upon the resignation or completion of the Chair's term. In the event of vacancy in the office of Vice Chair, the Chair shall appoint an individual to fill the vacancy for the unexpired term, subject to approval by a quorum of the Committee.

Carolyn encouraged all to let Sandy know if you are interested in making a nomination for Vice Chair, including nominating yourself. Sandy added that we can have a paper vote within the next month (before Carolyn's last meeting as chair) so that we have a Vice Chair ready to step into that position.

Dave stated that we are now a legitimate non-profit. This status requires two annual reports. One is a \$15.00 fee to the Secretary of State, and the other is to the IRS in an electronic format.

Hidden Agenda: Deb Buxbaum, Helena Job Service Manager, has changed her last name back to her maiden name of Chouinard. Deb has requested that one of our employees come and visit JSEC each month. Sandy introduced Brad Wiles. His main job is case manager for the Workforce Service Adult program; however, he also works with the Trade Readjustment Act clients and Dislocated Workers.

Brad talked to us about a National Emergency Grant that the State has just been awarded for on-the-

job training (OJT). The program is for the southwestern part of the State of Montana, to include the Kalispell area. The grant is mainly for dislocated workers and includes paying a portion of the participant's wages while in training. Attached is complete information about the program. Please contact Brad at 406-447-3228 if your company is interested in the program.

Hidden Agenda:

Dave handed out flyers for the next 'Business Over Breakfast' with Jim Nys. (Not to be confused with the Helena Chamber's 'Business Before Hours' or 'Business After Hours'). Business Over Breakfast occurs from 8:15 to 10:30 one Wednesday morning a month. Jim conducts these workshops for about seven months out of the year. They are held at the Helena Job Service in the large meeting room. For those who don't know, this is something that the Helena JSEC has been sponsoring for some time. It is our main fundraiser. For every workshop conducted, Jim splits the profits 50/50 (after expenses) with the Helena JSEC. Jim shares a lot of good information. He also keeps us up on all of the legislation and upcoming laws.

Carolyn asked if we had anything fun planned for next month. Sandy said that if there was any training of interest to the JSEC Committee, we can certainly put it on the agenda. Just let her know. In the past we have shown HR-related videos or had speakers.

Tina said she was studying for the HR exam for the next cycle. Carmae stated that she was too. Chris Beebe offered to lend out the HR study/learning system that he has. Jim Nys also does a webinar, but Tina thought it focused on Montana Law and the exam focuses on Federal Law. Dave said the local SHRM chapter use to have study groups for the exam.

Before adjourning, Sandy reminded the group that we have the option of meeting at business locations represented by our JSEC members. Last year we met at Glacier Bancorp, and everyone seemed to enjoy the tour and having the meeting at a different location. So if anyone is interested in having a JSEC meeting at their place instead Job Service, please let Sandy know what month is good for you. This gives us an opportunity to tour your workplace and learn a little more about your business.

Meeting adjourned.